



Town of Hilton Head Island – Planning Department

To: All applicants having projects before the Design Review Board.

From: Ed Drane, AIA, AICP
Urban Designer

Subject: **DRB Submission Requirements**

For the Project File:

1. One set full-size drawings
2. One set of drawings reduced to 11" x 17"
3. One set of all other project information (See application form)

For Each Design Review Board Member:

1. One full-size site plan/landscape plan
2. One set of drawings reduced to 11" x 17"
3. One set of all other project information (See application form)

Each of the following seven board members must receive materials in individually sealed envelopes labeled with Board names and Project names:

- | | |
|------------------------------------|--------------------|
| 1. Andrea Almond, <i>Chairman</i> | 5. Ed McCullough |
| 2. Tom Crews, <i>Vice-Chairman</i> | 6. Sue Thoms |
| 3. Steve Clark | 7. Marvin Caretsky |
| 4. Therese Leary | |

If you have questions regarding these submission requirements or if you need additional assistance, please call the Planning Information Center at (843) 341-4681. A Representative for each agenda item is strongly encouraged for this meeting.

One Town Center Court
Hilton Head Island, SC 29928
(843) 341-4681 fax: (843) 842-8908

PLANNING DEPARTMENT
DESIGN REVIEW BOARD
SUPPLEMENTAL APPLICATION FORM

TOWN OF HILTON HEAD ISLAND

THIS FORM MUST BE ACCOMPANIED BY A MASTER APPLICATION FORM.

Please TYPE or PRINT legibly

NAME OF DEVELOPMENT _____

PROJECT CATEGORY:

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New Development – Conceptual

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Alteration/Addition

☐

New Development – Final

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Minor External Change

Project # from Notice of Action DR _____

I. APPLICATION REQUIREMENTS FOR ALL PROJECTS:

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ARCHITECTURAL REVIEW BOARD NOTICE OF ACTION (If applicable): When a project is within the jurisdiction of an Architectural Review Board (ARB), the applicant shall submit such ARB's written notice of action LMO Section 16-3-1004. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.

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FILING FEE (New Development **\$175**, Alterations/Additions **\$100**, Minor External **\$50**)

II. APPLICATION REQUIREMENTS FOR NEW DEVELOPMENT (CONCEPTUAL):

Sec. 16-3-1003. Submission Requirements

Applicants shall submit an application form as published by the **Administrator** and appropriate fee as required by **Sec. 16-3-105** along with the following materials before an application shall be considered complete.

A. Concept Approval -- New Development.

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1. A survey (1"=30' minimum scale) of property lines, existing **topography** and the location of trees meeting the tree protection regulations of **Sec. 16-3-405**, and if applicable, location of bordering streets, marshes and beaches.

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2. A site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.

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3. A draft written narrative describing the design intent of the project, its goals and objectives and how it reflects the site analysis results.

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4. Context photographs of neighboring uses and architectural styles.

5. Conceptual site plan (to scale) showing proposed location of new **structures**, parking areas and landscaping.

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6. Conceptual sketches of primary exterior elevations showing architectural character of the proposed development, materials, colors, shadow lines and landscaping.

DESIGN REVIEW BOARD SUPPLEMENTAL APPLICATION FORM (continued)

III. APPLICATION REQUIREMENTS FOR NEW DEVELOPMENT (FINAL)

Sec. 16-3-1003. Submission Requirements

Applicants shall submit an application form as published by the Administrator and appropriate fee as required by Sec. 16-3-105 along with the following materials before an application shall be considered complete.

B. Final Approval -- New Development.

- ☐ 1. A final written narrative describing how the project conforms with the conceptual approval and design review guidelines of Sec. 16-4-503.
- ☐ 2. Final site development plan meeting the requirements of Sec. 16-3-303.F.
- ☐ 3. Final site lighting and landscaping plans meeting the requirements of Sec. 16-3-304 and Sec. 16-3-305.
- ☐ 4. Final floor plans and elevation drawings (1/8"=1'-0" minimum scale) showing exterior building materials and colors with architectural sections and details to adequately describe the project.
- ☐ 5. A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.
- ☐ 6. Any additional information requested by the Design Review Board at the time of concept approval, such as scale model or color renderings, that the Board finds necessary in order to act on a final application.

IV. APPLICATION REQUIREMENTS FOR ALTERATIONS/ADDITIONS AND MINOR EXTERNAL CHANGES:

- ☐ WRITTEN NARRATIVE (8 copies) describing how project conforms to design guidelines of Section 16-4-503
- ☐ PHOTOGRAPHS AND/OR DRAWINGS OF EXISTING DEVELOPMENT
- ☐ DRAWINGS OF PROPOSED DEVELOPMENT (8 COPIES 11"x 17")
- ☐ MATERIAL/COLOR SAMPLES OF EXISTING AND PROPOSED CHANGES
8 1/2" X 14" *Maximum* STATING MANUFACTURER AND MATERIAL NAME

***NOTE:** ALL APPLICATION ITEMS MUST BE SUBMITTED BY THE DEADLINE DATE IN ORDER TO BE REVIEWED BY THE DRB LMO SECTION 16-3-106.

FOR OFFICIAL USE ONLY

DATE RECEIVED: _____
ACCEPTED BY: _____

TIME: _____
MASTER TRACKING NUMBER: _____